## CITY OF MILWAUKEE FIRE DEPARTMENT. BUREAU OF CONSTRUCTION AND MAINTENANCE

File No.	
1 110 110.	
CC-234	

## **EMPLOYE GRIEVANCE**

## INSTRUCTIONS

- I. TO INITIATE A GRIEVANCE (PART I): 1. ON THE ORIGINAL AND FIVE COPIES OF THIS FORM, COMPLETE PART I WHERE APPLICABLE. 2. GIVE THE ORIGINAL AND FOUR COPIES TO THE GRIEVANT'S DEPUTY CHIEF. 3. RETAIN ONE COPY FOR YOUR RECORD. 4. AFTER DISPOSITION, THE GRIEVANT'S DEPUTY CHIEF SHALL RETURN THE ORIGINAL TO THE GRIEVANT, FORWARD ONE COPY TO THE FIRE DEPARTMENT ADMINISTRATION OFFICE, ONE COPY TO THE CITY LABOR NEGOTIATOR, ONE COPY TO THE INTERNATIONAL ASSOCIATION OF MACHINISTS AND RETAIN ONE COPY FOR THE BUREAU'S FILE.
- II. TO APPEAL GRIEVANCE DISPOSITION (PART II): 1. COMPLETE WHERE APPLICABLE, PART II OF YOUR ORIGINAL GRIEVANCE FORM AND THEN MAKE THREE COPIES. 2. GIVE THE ORIGINAL AND THREE COPIES TO THE FIRE DEPARTMENT ADMINISTRATION OFFICE. 3. AFTER DISPOSITION THE BOARD OF INVESTIGATION SHALL RETURN THE ORIGINAL TO THE GRIEVANT, FORWARD ONE COPY TO THE CITY LABOR NEGOTIATOR, ONE COPY TO THE INTERNATIONAL ASSOCIATION OF MACHINISTS AND RETAIN ONE COPY FOR THE DEPARTMENT FILE.
- III. TO APPEAL GRIEVANCE DISPOSITION (PART III): 1. COMPLETE, WHERE APPLICABLE, PART III OF YOUR ORIGINAL GRIEVANCE FORM AND MAKE THREE COPIES. 2. GIVE THE ORIGINAL AND THREE COPIES TO THE CHIEF ENGINEER, FIRE. 3. AFTER DISPOSITION, THE CHIEF ENGINEER, FIRE SHALL RETURN THE ORIGINAL TO THE GRIEVANT, FORWARD ONE COPY TO THE CITY LABOR NEGOTIATOR, ONE COPY TO THE INTERNATIONAL ASSOCIATION OF MACHINISTS AND RETAIN ONE COPY FOR THE DEPARTMENT FILE.
- IV. TO APPEAL GRIEVANCE DISPOSITION (PART IV): 1. COMPLETE, WHERE APPLICABLE, PART IV OF YOUR ORIGINAL GRIEVANCE FORM AND MAKE ONE COPY. 2. GIVE THE ORIGINAL TO THE CITY LABOR NEGOTIATOR AND FORWARD ONE COPY TO THE CHIEF ENGINEER, FIRE.

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PART II - GRIEVANCE DISPOSITION APPEAL TO BOARD OF INVESTIGATION							
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PART III - GRIEVANCE DISPOSITION APPEAL TO	CHIEF ENGINEER, FIRE						
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PART IV - GRIEVANCE DISPOSITION APPEAL TO	ARBITRATION						
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CHIEF ENGINEER, FIRE AND ONE COPY SENT TO THE CITY	Y LABOR NEGOTIATOR.						